भारतीय वन्यजीव संस्थान
Wildlife Institute of India

(An autonomous institute under the Ministry of Environment, Forest and Climate Change, Govt. of India)
Chandrabani, P.O. Box 18, Dehradun – 248001, Uttarakhand

NOTICE INVITING QUOTATION / TENDER

Annual Rate Contract (ARC) for Providing Skilled, Semi-Skilled and Unskilled Manpower / Services for Various Works under the Great Indian Bustard Conservation Project at Sam Conservation Breeding Centre, Jaisalmer, Rajasthan

Tender / NIQ Reference No.	WII/PurchaseCell/26-27/93
Name of Work	Annual Rate Contract for Skilled, Semi-Skilled and Unskilled Manpower/Services — Great Indian Bustard Conservation Project at Sam Conservation Breeding Centre, Jaisalmer, Rajasthan
Estimated Value of ARC	₹9,94,800/- (plus applicable GST) per year — indicative only
Mode of Procurement	Open Tender through sealed quotations, to be invited through publication of the Notice Inviting Tender on the official website of the Wildlife Institute of India, subject to the applicable provisions of GFR, 2017
Date of Issue / Publication	[10/11/2026] — to be published on WII website
Last Date & Time for Receipt of Quotation	[01/12/2026, 05:30 pm]
Date & Time of Opening of Quotation	[02/12/2026, 10:30 am]
Venue of Opening	Office of the Registrar, Wildlife Institute of India, Chandrabani, P.O. Box 18, Dehradun – 248001, Uttarakhand
Earnest Money Deposit (EMD)	₹20,000/-
Performance Security	3% of the annual contract value
Bid Validity Period	90 days from the date of opening of quotation
Dispatch Address	The Registrar, Wildlife Institute of India, Chandrabani, P.O. Box 18, Dehradun – 248001, Uttarakhand

1. Introduction / Background

The Wildlife Institute of India (WII), Dehradun, an autonomous institution under the Ministry of Environment, Forest and Climate Change, Government of India, is implementing the Great Indian Bustard Conservation Project. Various field, civil and horticultural/habitat-management works under the Project require deployment of skilled, semi-skilled and unskilled manpower on a recurring, as-and-when-required basis.

WII invites sealed quotations from eligible and experienced firms/agencies/service providers for entering into an Annual Rate Contract (ARC) for the categories of manpower/services listed in the Schedule of Services (Section 4), for the period specified in Section 6.

2. Legal and Regulatory Framework

This tender is issued in conformity with the General Financial Rules (GFR), 2017, and other extant Government of India guidelines on public procurement.

3. Schedule of Services

The indicative categories, manpower strength and estimated rates are given below. These are indicative/estimated figures for the purpose of tendering only; the bidder shall quote its own rates against each item in the Financial Bid (Annexure-I).

S.No.	Description of Service	Indicative No. of Persons
1	Masonry Work – Mistry	6
2	Masonry Work – Labour	10
3	Digging Labour	10
4	Electrical Labour	8
5	Grass Cutting Labour	8
6	Grass Seeding Labour	8
7	Weed Removal Labour	8
8	Plumbing Work	10
9	Painting Labour	5
10	Welding Work	10
11	Agriculture Work	10

Estimated value of ARC: ₹82,900/- per month plus applicable GST. The Institute does not guarantee utilisation of this quantity or value (see Section 20).

4. Scope of Work

The selected agency shall provide suitable manpower/services for the following activities, as and when required by the Institute, at the Project/field locations specified from time to time:

1. Masonry and civil maintenance work.
2. Digging, excavation and allied manual work.
3. Electrical installation, repair and maintenance work.

4. Grass cutting and vegetation management.
5. Grass seeding and related field activities.
6. Weed removal and vegetation clearance.
7. Plumbing and water-supply related work.
8. Painting and allied maintenance work.
9. Welding, fabrication and repair work.
10. Agriculture and field-related activities.
11. Other allied works of a similar nature as may be specifically authorised by the Institute.

5. Period of Contract

The Annual Rate Contract shall remain valid for a period of one year from the date of award of contract, unless terminated earlier in accordance with these terms and conditions.

Extension of the ARC, if required, may be considered by the Institute subject to satisfactory performance, availability of funds, approval of the competent authority and applicable rules, for a further period of two years, one year at a time, on the same rates, terms and conditions, or as mutually agreed within the ceiling permissible under GFR.

6. Eligibility Criteria for Bidders

a. The bidder shall fulfil the following minimum eligibility criteria:

b. Legal Entity: The bidder shall be a legally constituted firm/agency engaged in providing manpower/labour services.

c. Registration: Valid PAN and GST registration, along with applicable labour licence/registration, shall be furnished.

d. Experience: The bidder shall have at least 3 years' experience during the last 5 years in providing similar manpower/labour services to Government Departments, PSUs, Autonomous Bodies or reputed organizations.

e. Similar Work: The bidder shall have completed at least one similar work of ₹4.00 lakh, or two similar works of ₹2.50 lakh each, during the last five years. Documentary proof shall be submitted.

f. Turnover: Minimum average annual turnover of ₹3.00 lakh during the last three financial years. CA certificate/audited financial statements shall be submitted.

g. Non-Blacklisting: The bidder shall not be blacklisted/debarred by any Central/State Government Department, PSU or Autonomous Body.

h. MSE/Startup Relaxation: Eligible Udyam-registered MSEs and DPIIT-recognized Startups shall be provided applicable exemptions/relaxations in EMD, experience and turnover criteria as per prevailing Government procurement rules, subject to submission of valid certificates.

7. Instructions for Submission of Quotation

Bidders shall submit their **quotation in a sealed cover super-scribed with the Tender Reference Number and due date, addressed to The Registrar, Wildlife Institute of India,**

Chandrabani, P.O. Box 18, Dehradun – 248001, Uttarakhand on the cover page, so as to reach the Institute on or before the last date and time specified in the Key Dates block. Quotations received after the due date/time shall not be considered.

The quotation shall comprise:

- Technical/Eligibility Bid — eligibility documents, duly signed and sealed on every page.
- Financial Bid — in the format at Annexure-I,

Quotations shall be opened at the time, date and venue specified in the Key Dates block, in the presence of bidders/authorised representatives who choose to be present.

Overwriting/cutting in the quoted rates shall be avoided; where unavoidable, it shall be duly attested by the bidder's authorised signatory, failing which the quotation is liable to rejection at the discretion of the Purchase Committee.

8. Earnest Money Deposit (EMD)

Bidders shall furnish EMD of the amount specified in the Key Dates block, in the form of a Demand Draft/Bank Guarantee/online transfer in favour of the Wildlife Institute of India, valid for the bid validity period plus 45 days, in accordance with GFR Rule.

Registered Micro and Small Enterprises (Udyam) and DPIIT-recognised Startups are exempted from payment of EMD, on production of valid registration/certification, as per the Public Procurement Policy for MSEs and prevailing GFR instructions.

EMD of unsuccessful bidders shall be refunded within 30 days of finalisation of the ARC. EMD of the successful bidder shall be released on receipt of the Performance Security, or adjusted against it, as decided by the Institute. EMD is liable to forfeiture in case a bidder withdraws or modifies its quotation during the bid validity period, or fails to accept the award of contract/furnish Performance Security when called upon to do so.

9. Basis of Deployment

a. The manpower/services shall be obtained strictly on an as-and-when-required basis.

b. No minimum quantity of work or minimum number of labour/person-days is guaranteed by the Institute.

c. The Institute shall issue specific requisitions/work orders indicating, as applicable: nature of work; number/category of manpower required; location of work; expected duration; and other necessary instructions.

d. The agency shall deploy the required manpower within the time specified by the authorised officer.

e. The Institute shall have full discretion to increase or decrease the requirement depending upon actual Project requirements.

10. Financial Bid

The bidder shall quote the rate per person per day for each category of service in the format below

The quoted rates shall remain firm during the period of the ARC, unless otherwise permitted under Rate Validity.

11. Evaluation Criteria and Award of Contract

Quotations of only those bidders who satisfy the eligibility criteria and whose technical/eligibility documents are found complete and in order shall be opened and considered for financial evaluation.

The Institute reserves the right to award all categories to a single L-1 bidder on an overall/combined basis.

Where the L-1 bidder for a category is unable to supply the required quantity/category of manpower, the Institute may place orders with the next lowest responsive bidder (L-2, L-3, and so on) at the L-1 rate, subject to the latter's consent, as per extant GFR guidelines on parallel/back-up rate contracts.

12. Statutory Labour Compliance

a. The agency shall be solely responsible for compliance with all applicable labour laws, rules and statutory requirements relating to the manpower deployed by it, including the Contract Labour (Regulation and Abolition) Act, 1970 and the Code on Wages, 2019 and other labour codes as and when notified.

b. The agency shall ensure payment of wages to its personnel strictly in accordance with the applicable minimum wages (Central/State, whichever is higher) and other statutory requirements, and shall disburse wages directly into the bank accounts of the workers.

c. The agency shall comply with applicable provisions relating to EPF, ESI, bonus, leave, insurance, working hours, welfare measures and other statutory obligations, wherever applicable, and shall furnish proof of deposit of EPF/ESI contributions along with monthly bills.

d. The Institute may require documentary proof of statutory compliance before release of payment, wherever considered necessary, and may make direct payment of EPF/ESI dues to the concerned authorities by deduction from the agency's bill, in case of default by the agency.

e. Any liability arising on account of non-compliance by the agency with applicable labour laws/statutory requirements shall be borne solely by the agency, and the Institute shall be indemnified against any such claim.

13. Employer–Employee Relationship

The manpower deployed by the agency shall remain under the employment and administrative control of the agency at all times. Deployment of such personnel at the Institute/Project shall not create any employer–employee relationship between the Wildlife Institute of India and the personnel deployed by the agency.

No person deployed through the agency shall have any claim for regular appointment, absorption or other employment benefit against the Wildlife Institute of India merely on account of such deployment, and the agency shall obtain a written undertaking to this effect from each worker deployed.

14. Attendance and Certification

a. Attendance/deployment records shall be maintained by the agency and verified/certified by the authorised officer of the Institute.

b. Payment shall be made only for the actual number of person-days/services rendered, duly certified by the authorised officer.

c. No payment shall be made for unauthorised absence or deployment not certified by the Institute.

d. The Institute shall not be liable for payment for idle manpower or manpower deployed without prior authorisation.

15. Payment Terms

a. Payment shall be released, ordinarily within 15 days, after satisfactory completion of the assigned work and submission of the bill/invoice by the agency, in accordance with the timelines prescribed under GFR/the MSME Development Act, 2006 (where the agency is a registered MSE).

b. The bill shall be supported by: the work order/requisition, wherever applicable; the attendance/deployment statement; certification of satisfactory completion of work; and proof of statutory compliance for the billed period.

c. Payment shall be restricted to the actual work/manpower utilised and certified by the authorised officer.

d. Applicable GST and statutory deductions/TDS shall be dealt with as per prevailing rules.

e. No advance payment shall ordinarily be admissible, unless specifically approved by the competent authority under applicable GFR provisions.

16. Performance Security

The successful bidder shall furnish Performance Security of the amount and within the period specified in the Key Dates block, in the form of a Bank Guarantee/Fixed Deposit Receipt from a Scheduled Commercial Bank, valid for the period of the ARC plus 60 days claim period, in

accordance with GFR Rule. Registered MSEs are exempt from Performance Security up to the limits admissible under the Public Procurement Policy for MSEs, on production of a valid certificate. The Institute may, at its discretion and with the approval of the competent authority, waive Performance Security in view of the low estimated value of this ARC; such waiver, if granted, shall be recorded in the file and stated in the Letter of Award.

Performance Security shall be forfeited in the event of breach of contract, unsatisfactory performance, or termination of the ARC for cause attributable to the agency.

18. Safety Requirements

a. The agency shall ensure that all personnel deployed for the work follow appropriate safety precautions at all times.

b. For electrical, welding, digging, masonry and other hazardous activities, appropriate safety equipment (PPE) and precautions shall be ensured by the agency at its own cost, unless otherwise specified.

c. The agency shall be responsible for ensuring that suitably skilled and, where required, certified persons are deployed for specialised work such as electrical, plumbing and welding work.

d. The agency shall obtain appropriate insurance cover (workmen's compensation/group personal accident) for its deployed personnel and shall be responsible for any liability arising due to negligence or violation of applicable safety requirements by its personnel, subject to applicable law.

19. Quality of Work

a. All work shall be carried out to the satisfaction of the authorised officer of the Institute.

b. The Institute shall have the right to inspect the work at any stage.

c. Any defective, incomplete or unsatisfactory work attributable to the agency shall be rectified by the agency at no additional cost to the Institute.

d. The decision of the authorised officer regarding satisfactory completion of the assigned work shall be recorded and shall be the basis for payment.

21. Rate Validity

The rates quoted by the successful bidder shall remain valid and firm for the entire period of the ARC. No escalation in rates shall ordinarily be admissible during the contract period unless specifically approved by the competent authority in accordance with applicable rules and contractual provisions, or on account of a statutory revision in minimum wages, in which case the differential shall be reimbursed/adjusted on production of documentary proof.

22. Liquidated Damages and Penalty

In case the agency fails to deploy the requisitioned manpower within the stipulated time, or fails to replace unsuitable personnel within the period specified in Section 20, the Institute may, at its discretion, recover Liquidated Damages/impose a penalty not exceeding 2% of the value of the affected work order per week of delay, subject to a maximum of 10% of the value of that work order, without prejudice to the Institute's right to arrange the work through alternative means at the risk and cost of the agency.

23. Corrupt and Fraudulent Practices / Blacklisting

The bidder/agency shall not indulge in any corrupt, fraudulent, coercive, undesirable or restrictive practice, as defined under GFR Rule, in relation to this tender or the resultant contract. In case such practice is established, or in case of submission of false/misleading documents or information, the Institute may, in addition to termination of the ARC and forfeiture of EMD/Performance Security, recommend the agency for blacklisting/debarment in accordance with GFR Rules, after following due process (show-cause notice and opportunity of hearing).

24. Conflict of Interest

The bidder shall disclose, at the time of submission of quotation, any relationship (by blood, marriage or business association) with any officer/official of the Institute involved in this procurement. Non-disclosure of a material conflict of interest, if subsequently discovered, shall render the bid/contract liable to cancellation, without prejudice to other action under these terms.

25. Termination

The Institute reserves the right to terminate the ARC, wholly or partly, in case of: unsatisfactory performance; repeated failure to provide required manpower; breach of contractual conditions; submission of false or misleading documents; non-compliance with applicable statutory requirements; or any other justified reason as determined in accordance with the contract and applicable rules.

The Institute may also terminate the contract for administrative or other valid reasons by giving 15 days' written notice, without assigning any reason, as applicable.

26. Force Majeure

Neither party shall be liable for failure to perform contractual obligations to the extent such failure is caused by circumstances beyond reasonable control (including but not limited to natural calamity, epidemic/pandemic, war, riot or Government-imposed restriction), subject to applicable rules and the terms of the contract. The affected party shall inform the other party of such circumstances in writing at the earliest possible opportunity, and in any case within 7 days of occurrence.

27. No Guarantee of Minimum Business

The estimated value is only an indicative value for procurement/tendering purposes. The actual expenditure shall depend upon the requirement of the Project, availability of funds and approval of the competent authority. The Institute shall not be liable to place orders for the entire estimated quantity or value during the ARC period, and no bidder shall have any claim for compensation on this account.

28. Taxes and Deductions

GST shall be paid as applicable against valid tax invoices and subject to applicable rules. All statutory deductions, including TDS and other applicable deductions, shall be made from the bills as per prevailing rules.

29. Resolution of Disputes and Jurisdiction

All disputes arising out of or in connection with this contract shall, in the first instance, be resolved through mutual discussion between the agency and the Institute. Failing amicable settlement, the dispute shall be referred to arbitration under the Arbitration and Conciliation Act, 1996 (as amended), by a sole arbitrator to be appointed by the Director, Wildlife Institute of India, whose decision shall be final and binding on both parties, subject to the applicable provisions of the Act.

Subject to the above, the courts at Dehradun, Uttarakhand alone shall have exclusive jurisdiction in respect of any matter arising out of this contract.

30. Right of the Institute

a. Accept or reject any or all quotations/tenders, without assigning any reason.
b. Cancel or modify the tender process at any stage.
c. Increase or decrease the requirement.
d. Award the ARC wholly or partly, subject to applicable rules.
e. Obtain services only as and when required.
f. Reject any bidder who does not fulfil the prescribed eligibility/technical requirements.
g. Take appropriate action, including blacklisting, in case of non-performance or breach of contractual conditions.
h. No bidder shall have any claim for compensation on account of non-acceptance of its quotation or non-utilisation of the full estimated quantity/value.

31. Acceptance of Terms

Submission of the quotation shall be deemed to constitute unconditional acceptance by the bidder of all the terms and conditions contained in this tender document. Any deviation from the prescribed terms and conditions shall be clearly indicated separately by the bidder in its quotation, failing which it shall be presumed that the bidder has accepted all terms and conditions without deviation.

ANNEXURE-I

FINANCIAL BID

Annual Rate Contract for Providing Skilled, Semi-Skilled and Unskilled Manpower/Services under the Great Indian Bustard Conservation Project

The bidder shall quote the rates for each category of manpower/service on ***per person per day basis****. The ag****ency/Service Charges shall be quoted separately****.*

The basic manpower rate quoted by the bidder shall include all applicable wages and statutory obligations relating to the deployed worker, including EPF, ESI, bonus, leave wages and other applicable statutory benefits, as per prevailing laws.

S. No.	**Category of Work**	**Basic Wage ₹/Person/Day**	**Statutory Components* ₹/Person/Day**	**GST %**	**Agency/Service Charge % (inclusive of GST (**3.85% minimum inclusive of GST on service charge)	**Total Rate ₹/Person/Day**
1	Masonry Work – Mistry					
2	Masonry Work – Labour					
3	Digging Labour					
4	Electrical Labour					
5	Grass Cutting Labour					
6	Grass Seeding Labour					
7	Weed Removal Labour					
8	Plumbing Work					
9	Painting Labour					
10	Welding Work					
11	Agriculture Work					

* Statutory components shall comprise only those statutory payments/contributions legally applicable to the deployed manpower and not already included in the statutory minimum wage.

B. Conditions of Financial Bid

1. The Basic Wage quoted shall not be less than the applicable statutory minimum wage prescribed by the competent Government authority for the respective category of worker.
2. The bidder shall be responsible for payment of all applicable wages, statutory contributions and benefits to the deployed workers in accordance with applicable laws.
3. The Agency/Service Charge shall be inclusive of all agency/transaction charges and shall not be quoted separately under any other head.

4. GST shall be charged at the applicable statutory rate. No GST shall be payable where not legally applicable.
5. The quoted Total Rate shall represent the complete amount payable by WII per person per day, subject only to statutory wage revision specifically permitted under the tender.

C. Evaluation Formula

For financial evaluation, the indicative quantity/person-days specified by WII shall be multiplied by the Total Rate per Person/Day quoted for the respective category.

Category-wise Evaluated Value:

Indicative Person-Days × Total Rate per Person/Day

Aggregate Evaluated Bid Value:

Σ (Indicative Person-Days of each category × Total Rate per Person/Day)

The bidder having the **lowest aggregate evaluated bid value (L-1)** among technically qualified bidders shall normally be considered for award, subject to the provisions of the tender.

WII may, where operationally required, award individual categories to different technically qualified bidders based on the lowest evaluated rate for the respective category.

The indicative quantities/person-days are for evaluation purposes only and shall not constitute any minimum quantity or financial commitment by WII. Payment shall be made only for the actual person-days utilized and certified by the Institute.

D. Statutory Wage Revision

The quoted rates shall remain firm except for revision arising from statutory revision of minimum wages by the competent Government authority. Such revision shall be restricted to the actual statutory increase and shall be supported by the relevant Government notification/documentary evidence.

Name of Firm/Agency: _____

Authorized Representative: _____

Signature: _____

Seal: _____

Date: _____

Annexure – II

Bidder's Declaration

I/We hereby certify that:

a. I/We have carefully read and understood all the terms and conditions of the tender/ARC, including the provisions of the General Financial Rules, 2017 referred to herein.
b. I/We agree to abide by all the terms and conditions of the tender and the subsequent contract.
c. The information and documents submitted by me/us are true and correct, and I/We are aware that furnishing false information is liable to result in rejection of the bid, forfeiture of EMD and blacklisting.
d. The rates quoted by me/us shall remain firm for the prescribed contract period.
e. I/We shall comply with all applicable statutory and labour requirements in respect of manpower deployed by me/us.
f. I/We understand that the estimated quantity/value is indicative and that the Institute does not guarantee any minimum quantity of work.
g. I/We undertake to provide suitable manpower/services as and when required by the Institute.
h. My/Our firm is not currently blacklisted or debarred by any Central/State Government Department, PSU or autonomous body, as on the date of this declaration.
i. I/We have no conflict of interest, as described in tender document, with any officer/official of the Institute involved in this procurement; [OR] I/We declare the following relationship: _____

Name of Firm/Agency: _____

Name of Authorised Representative: _____

Designation: _____

Signature: _____

Seal of Firm/Agency: _____

Date: _____

Place: _____

Checklist of Documents to be Submitted

(ANNEXURE-III)

S.No.	Document	Enclosed (Y/N)
1	Covering letter on firm's letterhead	
2	Name and complete address of the firm/agency	
3	PAN card copy	
4	GST Registration Certificate, wherever applicable	
5	Registration certificate/licence of the firm/agency (e.g., Contract Labour licence), wherever applicable	
6	Udyam/MSE registration certificate or DPIIT Startup recognition certificate, if claiming exemption	
7	Bank details/cancelled cheque for EFT payment	
8	EMD instrument (DD/BG/UTR), unless exempted	
9	Details of similar work experience with supporting work orders/completion certificates, wherever available	
10	Financial document. Audited balance sheet	
11	Annexure-II — Bidder's Declaration, duly signed and sealed	
12	Annexure-I — Financial Bid, duly signed and sealed	
13	Declaration of non-blacklisting/non-debarment	
14	Any other document specifically required by the Institute in this tender	

Format of Bank Guarantee for Performance Security / EMD

(ANNEXURE-V — to be used only where furnished in Bank Guarantee form)

In consideration of the Wildlife Institute of India, Dehradun (hereinafter called "the Institute") having agreed to accept a Bank Guarantee in lieu of [Earnest Money Deposit / Performance Security] amounting to ₹_____ (Rupees _____ only) from M/s _____ (hereinafter called "the Agency") against the Annual Rate Contract dated _____ for [description of service], we, _____ Bank, hereby undertake to pay to the Institute, on demand and without demur, the said amount or any part thereof, on receipt of a written demand from the Institute stating that the Agency has failed to fulfil its obligations under the said contract.

This guarantee shall remain valid up to _____ and claims, if any, under this guarantee must be lodged with the Bank before that date, failing which our liability under this guarantee shall stand discharged.

For and on behalf of _____

Bank Authorised Signatory: _____ Date: _____