



**E-Tender Document for Preparation and Supply of  
Publicity and Awareness Material F.O.R. at Sultanpur  
National Park, Distt.- Gurugram, Haryana During the  
Year 2017-18 (Under CSS)**

**DETAIL NOTICE INVITING TENDER**

**वन विभाग हरियाणा (वन्य प्राणी विंग)**

कार्यालय :-मण्डलीय वन्य प्राणी अधिकारी,  
वन परिसर, सोहना रोड़, गुरुग्राम।

फोन नं.- 0124-2222272, E-mail- [dwloggn@yahoo.co.in](mailto:dwloggn@yahoo.co.in)

**e-Tenders are invited for Preparation and Supply of below mentioned publicity & awareness material** in single stage two cover system i.e. Request for Pre-Qualification / Technical Bid (online Bid under PQQ / Technical Envelope) and Request for Financial Bid (comprising of price bid Proposal under online available Commercial Envelope):-

Sr. No.	Description of work/ Items	Estimated cost	EMD to be deposited by Bidder	Tender Document Fee & e-service Fee (Rs.)	Start Date & Time of Bid Preparation and Submission	Expiry date & Time of Bid of EMD Submission	Expiry date & Time of Bid Preparation & Submission
1	Preparation and Supply of Publicity and Awareness Material F.O.R. at Sultanpur National Park, Distt. Gurugram	4,99,908/-	10,000/-	500/- + 1000/-	16/12/2017 11.00 AM	20/12/2017 17.00 PM	22/12/2017 12.00 AM

Under this process, the Pre-qualification/ Technical online bid Application as well as online Price Bid shall be invited at single stage under two covers i.e. PQQ/Technical & Commercial Envelope. Eligibility and qualification of the Applicant will be first examined based on the details submitted online under first cover (PQQ or Technical) with respect to eligibility and qualification criteria prescribed in this Tender document. The Price Bid under the second cover shall be opened for only those Applicants whose PQQ/ Technical Applications are responsive to eligibility and qualifications requirements as per Tender document.

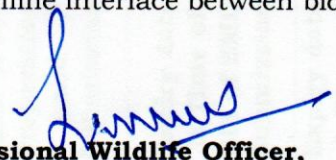
**The payment for Tender Document Fee and e-Service Fee shall be made by eligible bidders online directly through Debit Cards & Internet Banking Accounts and the payment for EMD can be made online directly through RTGS/NEFT Please refer to 'Online Payment Guideline' available at the Single e-Procurement portal of GoH (Govt. of Haryana) and also mentioned under the Tender Document.**

Intending bidders will be mandatorily required to online sign-up (create user account) on the website <https://haryanaeprocurement.gov.in> to be eligible to participate in the e-Tender. **He / She will be required to make online payment of (as per list enclosed) towards EMD fee in due**

**course of time. The intended bidder fails to pay EMD fee under the stipulated time frame shall not be allow to submit his / her bids for the respective event / Tenders.**

The interested bidders must remit the funds at least T+1 working day (Transaction day + One working Day) in advance i.e. **on or before (20/12/2017); and make payment via RTGS /NEFT to the beneficiary account number specified under the online generated challan. The intended bidder / Agency thereafter will be able to successfully verify their payment online, and submit their bids on or before the expiry date & time of the respective events/Tenders at <https://haryanaeprocurement.gov.in>.**

The interested bidders shall have to pay mandatorily e-Service fee (under document fee – Non refundable) of **Rs.1000/-**(Rupee One Thousand Only) online by using the service of secure electronic gateway. The secure electronic payments gateway is an online interface between bidders & online payment authorization networks.



**Divisional Wildlife Officer,  
Gurugram**

Preparation and Supply of Publicity and Awareness Material P.O.R. at Sutrasagar National Park, Distt Gurugram

The project... shall be invited... The person... shall be required to make online payment of the fee...

### **ELIGIBILITY CRITERIA**

1. The firm/agency / contractor/Individual should be registered with Central/State Govt.
2. The firm/agency / contractor/Individual should have a minimum annual turnover of Rs. 20 lakhs.
3. The firm/agency / contractor/Individual should be registered for payment of GST
4. The firm/agency / contractor/Individual should be registered for payment of Income Tax
5. The firm/agency / contractor/Individual should have valid registration with EPF and ESI
6. The firm/agency / contractor/Individual should have proven good track record of providing service of similar nature in Govt. / PSU (Good conduct certificate from Govt./PSU as proof where the service is being provided, and an affidavit stating that no court criminal case is pending against firm/any of the Directors of the company and has never been blacklisted or debarred by any Govt. organization or public sector undertaking)

**DIVISIONAL WILD LIFE OFFICE GURUGRAM**

वन परिसर, सोहना रोड, गुरुग्राम।

फोन नं.- 0124-2222272 E-mail- [dwloggn@yahoo.co.in](mailto:dwloggn@yahoo.co.in)

**DETAILS OF WORK.**

Name of work: **Preparation and Supply of Publicity and Awareness Material F.O.R. at Sultanpur National Park, Distt. Gurugram**

**Time Limit 30 days**

**The under mentioned rates are based on lowest Quotation collected (from market).**

Sr. No.	Name of Item	Qty.	Rate/pc. (Including GST & F.O.R. at Sultanpur National Park)	Estimated Amount
1	Dairy (Size 18cm x 24.5 cm)	300 Pcs.	413/pc.	1,23,900/-
2	Table Calendar (Size 8"x10.5")	300 Pcs.	392/pc.	1,17,600/-
3	Cap	200 Pcs.	167.56/pc	33,512/-
4	Acrylic Paper Weight	200 Pcs.	93/pc	18,600/-
5	Stainless Steel Publicity Board (6'x4'x10' ht.) with APC sheet and with fitting.	1 No.	47200/No.	47,200/-
6	Poster 17.5" x 22.5" (70 GSM Paper) with photo & Hindi printing	3900 Pcs.	4.64/pc.	18096/-
7	2 Fold Brochure (size 9.5"x4.5") (220 gsm Paper)	4000 Pcs.	8.40/pc.	33,600/-
8	3 Fold Brochure 3.5"x9.5" (220 gsm paper)	4000 Pcs.	8.40/pc.	33,600/-
9	Bird Check List 2 fold (9"x4.75") with lamination	3000 Pcs.	19.60/pc.	58,800/-
10	Design charges of above items (Sr. No. 1 to 9)		15000 Lumsum	15,000/-
			<b>G. Total</b>	<b>499908/-</b>

(Rupees: Four Lac Ninety Nine Thousand Nine Hundred Eight only)

### **SUBMISSION OF THE BID**

The payment for Tender Document Fee and e-Service Fee shall be made by eligible bidders online directly through Debit Cards & Internet Banking Accounts and the payment for EMD can be made online directly through RTGS/NEFT Please refer to 'Online Payment Guideline' available at the Single e-Procurement portal of GoH (Govt. of Haryana) and also mentioned under the Tender Document.

Intending bidders will be mandatorily required to online sign-up (create user account) on the website <https://haryanaeprocurement.gov.in> to be eligible to participate in the e-Tender. He / She will be required to make online payment of (as per list enclosed) towards EMD fee in due course of time. The intended bidder fails to pay EMD fee under the stipulated time frame shall not be allowed to submit his / her bids for the respective event / Tenders.

The interested bidders must remit the funds at least T+1 working day (Transaction day + One working Day) in advance i.e. on or before (20/12/2017); and make payment via RTGS /NEFT to the beneficiary account number specified under the online generated challan. The intended bidder / Agency thereafter will be able to successfully verify their payment online, and submit their bids on or before the expiry date & time of the respective events/Tenders at

<https://haryanaeprocurement.gov.in> , <https://haryanaforest.gov.in>

The interested bidders shall have to pay mandatorily e-Service fee (under document fee – Non refundable) of Rs.1000/- (Rupee One Thousand Only) online by using the service of secure electronic gateway. The secure electronic payments gateway is an online interface between bidders & online payment authorization networks.

The Payment for document fee/ e-Service fee can be made by eligible bidders online directly through Debit Cards & Internet Banking.

The Bidders can submit their tender documents (Online) as per the dates mentioned in the key dates:-

<b>Sr. No.</b>	<b>Department Stage</b>	<b>Bidder's Stage</b>	<b>Start date and time</b>	<b>Expiry date and time</b>
1		Tender Document Download and Bid Preparation/Submission	16/12/2017 11:00 AM	22/12/2017 12:00 AM
2	Technical Bid Opening		22/12/2017	02:00 PM
3	Financial Bid Opening		22/12/2017	

**Important Note:**

The Applicants/bidders have to complete 'Application / Bid Preparation & Submission' stage on scheduled time as mentioned above.

If any Applicant / bidder failed to complete his / her aforesaid stage in the stipulated online time schedule for this stage, his / her application/bid status will be considered as 'Applications / bids not submitted'.

Applicant/Bidder must confirm & check his/her Application/bid status after completion of his/her all activities for e-bidding. Applicant/Bidder can rework on his/her bids even after completion of 'Application/Bid Preparation & submission stage' (Application/Bidder Stage), subject to the condition that the rework must take place during the stipulated time frame of the Applicant/Bidder Stage.

In the first instance, the online payment details of tender document fee + e-Service and EMD & PQQ/Technical Envelope shall be opened. Henceforth financial bid quoted against each of the item by the shortlisted bidder/ Agency wherever required shall be opened online in the presence of such bidders/ Agency who either themselves or through their representatives choose to be present. The bidder can submit online their bids as per the dates mentioned in the schedule/Key

Dates above. The bids shall be submitted online in two separate envelopes:

**Envelope 1: Technical Bid**

The bidders shall upload the required eligibility & technical documents online in the Technical Bid.

**Envelope 2: Commercial Bid**

The bidders shall quote the prices in price bid format under Commercial Bid.

## **INSTRUCTIONS TO BIDDER ON ELECTRONIC TENDERING**

These conditions will over-rule the conditions stated in the tender documents, wherever relevant and applicable.

### **1.Registration of bidders on e-Procurement Portal:-**

All the bidders intending to participate in the tenders process online are required to get registered on the centralized e – Procurement Portal i.e.

<https://haryanaeprocurement.gov.in>, <https://haryanaforest.gov.in> Please visit the website for more details.

### **2.Obtaining a Digital Certificate:**

2.1 The Bids submitted online should be encrypted and signed electronically with a Digital Certificate to establish the identity of the bidder bidding online. These Digital Certificates are issued by an Approved Certifying Authority, by the Controller of Certifying Authorities, Government of India.

2.2 A Digital Certificate is issued upon receipt of mandatory identity (i.e. Applicant's PAN Card) and Address proofs and verification form duly attested by the Bank Manager / Post Master / Gazette Officer. Only upon the receipt of the required documents, a digital certificate can be issued. For more details please visit the website – <https://haryanaeprocurement.gov.in>.

2.3 The bidders may obtain Class-II or III digital signature certificate from any Certifying Authority or Sub-certifying Authority authorized by the Controller of Certifying Authorities or may obtain information and application format and documents required for the issue of digital certificate from.

2.4 The bidder must ensure that he/she comply by the online available important guidelines at the portal <https://haryanaeprocurement.gov.in> for Digital Signature Certificate (DSC) including the e-Token carrying DSCs.

2.5 Bid for a particular tender must be submitted online using the digital certificate (Encryption & Signing), which is used to encrypt and sign the data during the stage of bid preparation. In case, during the process of a particular tender, the user loses his digital certificate (due to virus attack, hardware problem, operating system or any other problem) he will not be able to submit the bid online. Hence, the users are advised to keep a backup of the certificate and also keep the copies at safe place under proper security (for its use in case of emergencies).

2.6 In case of online tendering, if the digital certificate issued to the authorized user of a firm is used for signing and submitting a bid, it will be considered equivalent to a no-objection certificate /power of attorney / lawful authorization to that User. The firm has to authorize a specific individual through an authorization certificate signed by all partners to use the digital certificate as per Indian Information Technology Act 2000. Unless the certificates are revoked, it will be assumed to represent adequate authority of the user to bid on behalf of the firm in the department tenders as per Information Technology Act 2000. The digital signature of this

Authorized user will be binding on the firm.

2.7 In case of any change in the authorization, it shall be the responsibility of management / partners of the firm to inform the certifying authority about the change and to obtain the digital signatures of the new person / user on behalf of the firm /company. The procedure for application of a digital certificate however will remain the same for the new user.

2.8 The same procedure holds true for the authorized users in a private/Public limited company. In this case, the authorization certificate will have to be signed by the directors of the company.

### **3. Pre-requisites for online bidding:**

In order to operate on the electronic tender management system, a user's machine is required to be set up. A help file on system setup/Pre-requisite can be obtained from



Nextenders (India) Pvt. Ltd. or downloaded from the home page of the website - <https://haryanaeprocurement.gov.in>, <https://haryanaforest.gov.in> The link for downloading required java applet & DC setup are also available on the Home page of the e-tendering Portal.

**4. Online Viewing of Detailed Notice Inviting Tenders:**

The bidders can view the detailed N.I.T and the time schedule (Key Dates) for all the tenders floated through the single portal e-Procurement system on the Home Page at <https://haryanaeprocurement.gov.in>, <https://haryanaforest.gov.in>

**5. Download of Tender Documents:**

The tender documents can be downloaded free of cost from the e-Procurement portal <https://haryanaeprocurement.gov.in> & <http://haryanaforest.gov.in>

**6. Key Dates:**

The bidders are strictly advised to follow dates and times as indicated in the online Notice Inviting Tenders. The date and time shall be binding on all bidders. All online activities are time tracked and the system enforces time locks that ensure that no activity or transaction can take place outside the start and end dates and the time of the stage as defined in the online Notice Inviting Tenders.

**7. Online Payment of Tender Document Fee, eService fee , EMD fees & Bid Preparation & Submission (PQQ/ Technical & Commercial/Price Bid):**

**i) Online Payment of Tender Document Fee + e-Service fee:**

The online payment for Tender document fee, eService Fee & EMD can be done using the secure electronic payment gateway. The Payment for Tender Document Fee and eService Fee shall be made by bidders/ Vendors online directly through Debit Cards & Internet Banking Accounts and the Payment for EMD shall be made online directly through RTGS / NEFT. The secure electronic payments gateway is an online interface between contractors and Debit card / online payment authorization networks.

**ii). PREPARATION & SUBMISSION Of online APPLICATIONS/BIDS:**

Detailed Tender documents may be downloaded from e-procurement website (<https://haryanaeprocurement.gov.in>) and tender mandatorily be submitted online. Scan copy of Documents to be submitted/uploaded for Prequalification or Technical bid under online PQQ/ Technical Envelope: The required documents (refer to DNIT) shall be prepared and scanned in different file formats (in PDF /JPEG/MS WORD format such that file size is not exceed more than 10 MB) and uploaded during the on-line submission of PQQ or Technical Envelope.

FINANCIAL or Price Bid PROPOSAL shall be submitted mandatorily online under Commercial Envelope and original not to be submitted manually)

**8. ASSISTANCE TO THE BIDDERS:-**

In case of any query regarding process of e-tenders and for undertaking training purpose, the intended bidder can also avail the following and can contact service provider as per below:

Office Timings of Help-desk support for Single e Procurement Portal of Government of Haryana- Technical Support Assistance will be available over telephone Monday to Friday (09:00 am. to 5:30 pm) & Training workshop will be conducted on every 1st, 2nd Friday (from 3:30 pm upto 6:00 pm) and 4th Saturday (from 11:30 am upto 3:00 pm) of each month.

All queries would require to be registered at our official email-[chandigarh@nextenders.com](mailto:chandigarh@nextenders.com) for on- time support (Only those queries which are sent through email along with appropriate screenshots or error description will be considered as registered with the Help-desk)

**Important Note:-**

- (a) Any intending bidder can contact the helpdesk on or before prior to 4 hours of the scheduled Closing date & time of respective e-Auction/ Tender event.
- (b) For queries pertaining to e-Payment of EMD, please contact the helpdesk at least 2 business days prior to the closing date & time of e-Auction/Tender event.
- (c) Help-desk support will remain closed during lunch break i.e. from 1:30 PM up to 2:15 PM on each working day.

**SCHEDULE FOR TRAINING:**

<b>Training workshop will be held on 1st, 2nd Friday (from 3:30 pm upto 6:00 pm) and 4th Saturday (from 11: 30 am upto 3:00 pm) of each month at following addresses:</b>		
Nextenders (India) Pvt. Ltd Municipal Corporation Faridabad, Near B.K.Chowk, Opp. B.K.Hospital, NIT, Faridabad Contact no. 9310335475	Nextenders (India) Pvt.Ltd. Public Health Division No. 2 Hisar, Model Town Opp. N.D Gupta Hospital, Hisar Contact: 9034357793	Nextenders (India) Pvt. Ltd., Nirman Sadan (PWD B&R), Plot No.- 01, Basement, DakshinMarg, Sec- 33 A, Chandigarh - 160020 For Support- 1800-180-2097, 0172-2582008-2009

For Support Call – 1800-180-2097

**Haryana e-Procurement Help Desk Office will remain closed on Saturday ( except 4th Saturday), Sunday and National Holidays**

NOTE:- Bidders participating in online tenders shall check the validity of his/her Digital Signature Certificate before participating in the online Tenders at the portal

<https://haryanaeprocurement.gov.in>.

For help manual please refer to the 'Home Page' of the e-Procurement website at

<https://haryanaeprocurement.gov.in>, and click on the available link 'How to...?' to download the file.

## **GUIDELINE FOR ONLINE PAYMENTS IN E-TENDERING**

Post registration, bidder shall proceed for bidding by using both his digital certificates (one each for encryption and signing).

Bidder shall proceed to select the tender he is interested in. On the respective Department's page in the e-tendering portal, the Bidder would have following options to make payment for tender document & EMD:

- A. Debit Card
- B. Net Banking
- C. RTGS/NEFT

Operative Procedures for Bidder Payments

### **A) Debit Card**

The procedure for paying through Debit Card will be as follows.

- (i) Bidder selects Debit Card option in e-Procurement portal.
- (ii) The e-Procurement portal displays the amount and the card charges to be paid by bidder.  
The portal also displays the total amount to be paid by the bidder.
- (iii) Bidder clicks on "Continue" button
- (iv) The e-Procurement portal takes the bidder to Debit Card payment gateway screen.
- (v) Bidder enters card credentials and confirms payment
- (vi) The gateway verifies the credentials and confirms with "successful" or "failure" message, which is confirmed back to e-Procurement portal.
- (vii) The page is automatically routed back to e-Procurement portal
- (viii) The status of the payment is displayed as "successful" in e-Procurement portal. The e-Procurement portal also generates a receipt for all successful transactions. The bidder can take a print out of the same,
- (ix) The e-Procurement portal allows Bidder to process another payment attempt in case payments are not successful for previous attempt.

### **B) Net Banking**

The procedure for paying through Net Banking will be as follows.

- (i) Bidder selects Net Banking option in e-Procurement portal.
- (ii) The e-Procurement portal displays the amount to be paid by bidder.
- (iii) Bidder clicks on "Continue" button
- (iv) The e-Procurement portal takes the bidder to Net Banking payment gateway screen displaying list of Banks
- (v) Bidder chooses his / her Bank
- (vi) The Net Banking gateway redirects Bidder to the Net Banking page of the selected Bank
- (vii) Bidder enters his account credentials and confirms payment

(viii) The Bank verifies the credentials and confirms with “successful” or “failure” message to the Net Banking gateway which is confirmed back to e-Procurement portal.

(ix) The page is automatically routed back to e-Procurement portal

(x) The status of the payment is displayed as “successful” in e-Procurement portal.

The e-Procurement portal also generates a receipt for all successful transactions. The bidder can take a print out of the same. (xi) The e-Procurement portal allows Bidder to process another payment attempt in case payments are not successful for previous attempt.

### **C)RTGS/ NEFT**

The bidder shall have the option to make the EMD payment via RTGS/ NEFT. Using this module, bidder would be able topay from their existing Bank account through RTGS/NEFT. This would offer a wide reach for more than 90,000 bank branches and would enable the bidder to make the payment from almost any bank branch across India.

I. Bidder shall log into the client e-procurement portal using user id and password as per existing process and selects theRTGS/NEFT payment option.

ii. Upon doing so, the e-procurement portal shall generate a pre-filled challan. The challan will have all the details that is required bythe bidder to make RTGS-NEFT payment.

iii. Each challan shall therefore include the following details that will be pre-populated:

Beneficiary account no: (unique alphanumeric code for e-tendering)

Beneficiary IFSC Code:

Amount:

Beneficiary bank branch:

Beneficiary name:

iv. The Bidder shall be required to take a print of this challan and make the RTGS/NEFT on the basis of the details printed on thechallan.

v. The bidder would remit the funds at least T + 1 day (Transaction + One day) in advance to the last day and make the payment viaRTGS / NEFT to the beneficiary account number as mentioned in the challan.

vi. Post making the payment, the bidder would login to the e-Tendering portal and go to the payment page. On clicking the RTGS /NEFT mode of payment, there would be a link for real time validation. On clicking the same, system would do auto validation of the

**PAYMENT MADE:-**

<b>SrNo.</b>	<b>Scenario</b>	<b>Do's / Don't's</b>
1. <b>In the event of making Payment through NEFT/RTGS</b>	<p>Do's</p> <ul style="list-style-type: none"><li>• It is the bidder's responsibility to ensure that RTGS/NEFT payments are made to the exact details as mentioned in the challan which are:<ol style="list-style-type: none"><li>1) Beneficiary account no: &lt;client code&gt; + &lt;random number&gt;</li><li>2) Beneficiary IFSC Code: As prescribed by ICICI Bank (this shall remain same across all tenders)</li><li>3) Amount: As mentioned on the challan. It is specific for every tender/transaction</li><li>4) Beneficiary bank branch: ICICI Bank Ltd, CMS</li><li>5) Beneficiary name: As per the challan</li></ol></li><li>• For every tender, details in the challan are different and specific to that tender only. Bidder should not make use of a challan for making payment for another tenders' EMD</li><li>• It is advised that all the bidders make payment via RTGS/NEFT at least one day in advance to the last day of tender submission as certain amount of time is required for settlement and various parties are involved. The payment may not be available for the bidder validation. In such cases bidder may not be able to submit the tender</li><li>• Bidder has to make only single payment against a challan as per the amount mentioned on the challan.</li><li>• Bidder must do the payment before tender validity gets expired.</li></ul> <p><b>Don't's</b></p> <ul style="list-style-type: none"><li>• Bidder should not enter erroneous details while filling the NEFT/RTGS form at their bank. The following possibilities may arise:<ol style="list-style-type: none"><li>1) Incorrect IFSC code mentioned:- Transaction would be rejected and the amount would be refunded back in to the bidders account</li><li>2) Incorrect Beneficiary account number mentioned(&lt;client code&gt; + &lt;random number&gt;):-<ol style="list-style-type: none"><li>a) In case, the beneficiary account number mentioned is incorrect the transaction would be rejected and the bid would not be accepted.</li></ol></li><li>3) Incorrect Amount mentioned: The amount would be rejected if the amount mentioned in while making the payment is incorrect. Such cases will be captured as unreconciled transactions and will be auto-refunded directly to bidder's account. In the event of any discrepancy, payment would not be considered and bidder would not be allowed to bid/ participate.</li></ol></li><li>• Bidder is not supposed to use challan generated in one tender for payment against another tender since details in the challan are unique to the tender and bidder combination.</li><li>• Bidder must not make multiple or split payments against a particular challan. Any split payment received against the same challan will be refunded back to the bidder.</li><li>• Bidder would not be entitled to claim that he is deprived of participating in the tender because his funds are blocked with the division on account of incorrect payment made by the bidder</li></ul>	

**PRICE BID/(Commercial/Financial Bid)**

<b>Sr. No</b>	<b>Name of Work</b>	<b>Estimated Cost</b>	<b>Rate in % above or below</b>	<b>Total</b>
	<b>Preparation and Supply of Publicity and Awareness Material F.O.R. at Sultanpur National Park, Distt. Gurugram (As per detail of items given under detail of works)</b>	4,99,908/-	<b>To be provided online only</b>	

## **TERMS AND CONDITIONS FOR THE SUPPLY OF MATERIAL**

1. Earnest Money:- Tender should be accompanied with an earnest money deposit as indicated in the tender notice against the material to be supplied in form of NEFT/RTGS/OTC. Earnest money is liable to be forfeited to Government if the tenderer fail to comply with any of the stipulated conditions. The earnest money of all the tenders which is not required by this office shall be returned immediately. No interest on earnest money will be paid.
2. All the bidders are required to get registered on the e-tendering portal and obtain a Digital Signature from M/s. Nextenders (India) Pvt. Ltd., Chandigarh.
3. The security so deposited by the contractor will only be released on the successful completion of the contract.
4. The period of the contract will/shall be up to 31/03/2018 from the date of acceptance of the tender which can be further extended.
5. The rates so quoted will remain same during the contract period. No increase in price of any item shall be allowed under any circumstances during the period of the contract.
6. The quantity of actual supplies is liable to be increased or decreased (quantity wise or item wise) according to the circumstances/requirement, During the period of contract.
7. The contractors will be personally responsible for the stipulated supply F.O.R. at Sultanpur National Park, Distt.- Gurugram as per work order by Divisional Wild Life Officer, Gurugram.
8. The contractor will be responsible to have receipt after supplying the desired material from Inspector Wild Life Sultanpur National Park and that shall be submitted along with the bill to the office of Divisional Wild Life Officer Gurugram at time of payment.
9. The quantities given in tender can be increased/decreased or stopped as per circumstances/actual requirement.
10. The contractor have to check the sample copy by Divisional Wild Life Officer, Gurugram before printing the whole material.
11. In case of breach of the terms & conditions the contractor is liable to lose his claim over the security deposit which will be forfeited.
12. In case of deliberately defective or untimely supplies the contract shall be liable to be cancelled and the requirement shall be met with at the cost of the contractor.
13. The Divisional Wildlife Officer, Gurugram will reserve the right to accept or reject the lowest tender without assigning any reason of his having done so.
14. In the event of supplies not conforming to good quality the Divisional Wildlife Officer, Gurugram may at his sole discretion reject or accept the supplies subject to such reduction in the price as he may consider reasonable in the light of the defects found in the supplies or the quality of the supplies accepted.
15. The offer shall be valid for acceptance upto the validity period of the tender.
16. One copy of these terms and conditions duly signed at the place specified by an authorized representative of the firm/supplier must be returned along with the tenders.
17. Conditional tenders will not be accepted.
18. In case of any dispute the decision of Divisional Wildlife Officer, Gurugram shall be final and binding on you.
19. These conditions will form and be considered as part of the agreement.
20. Taxes as applicable shall be deducted from payment.
21. After getting supply order the contractor shall must have to signed an agreement within one week of getting the supply order.
22. In case of any dispute/Court case the Jurisdiction shall be at District Gurugram.
23. In case it happened to be a public holiday on the day of opening of the tenders the same shall be opened on next working day. However, time of opening of the tender will remain the same.
24. The undersigned reserves the rights to reject all or any of the tender without assigning any reason whatsoever.

I/We have gone through the above terms & conditions & these terms & conditions are accepted to me/us.

**Divisional Wildlife Officer  
Gurugram**

**TECHNICAL BID**

1. Name of the Firm/contractor/company/Individual : .....
2. Name of the Representative authorized  
By the Company/ Agency to sign the tender : .....
3. Registration Details of the Firm/contractor/company/Individual
  - 3.1. Number : .....
  - 3.2. Where Registration : .....
4. Address of the Firm/contractor/company/Individual: .....  
: .....  
: .....  
: .....
5. Telephone No. (Office)  
  
Residence : .....  
Mobile : .....  
E-mail : .....
6. GST No. : .....
7. PAN No. (Attach Photocopy) : .....
8. Earnest Money : .....
9. Name of Work : .....
10. EPF Regn. No. in EPF : .....  
Commissioner Off. : .....  
(If Applicable)
11. ESI Regn. No. : .....  
(If Applicable)
12. Experience details of Government Offices/Public Sector Undertaking, where work have  
being done/being done:
13. A Certificate of good conduct from the Govt./Public Sector Undertaking (PSU) where a  
present the work being done-
14. Annual Turnover : .....
15. Enclosures
  - i. As identify proof of person signing the tender document-Self attested photocopy of  
Passport/Driving License/Voter Identity Card/Aadhar Card.
  - ii. As Address proof of person signing the tender document- Self Attested Photocopy of  
Passport/ Electricity Bill/Telephone Bill/Ration Card.
  - iii. Self-attested copy of registration of the Company/Contractor /firm.
  - iv. Self-attested copy of proof of annual turnover.



- v. Self-attested copy of proof of experience of the Company/Contractor /firm.
- vi. Self-attested copy of registration for payment of service tax.
- vii. Self-attested copy of PAN card for payment of income tax.
- viii. Self-attested copy of EPF registration (if any).
- ix. Self-attested copy of ESI registration (if any).
- x. Copy of authorization to sign tender the document
- xi. Income tax return of the last three years.
- xii. Certificate of good conduct of any Govt. Agency.
- xiii. Affidavit stating that no court criminal case is pending against contractor/firm any of the Direction of the Company and has never been blacklisted or debarred by any other Govt. organization or PSU.

Dated:.....

Signature of Tender